

MEMBERSHIP DUES RECORD BOOK

Be sure to include age
as shown on 'Application'
for membership.....

On each members page record name, address, call, telephone number, etc., just as has been the practice. Then skip four or five lines to provide space for any changes in the above.

Then use one line to record the members dues payment or donation (or lack thereof) for the year.

Here are examples:

8/23/85 \$9.00 R/M Dues paid to 8-31-86 RW
8/24/85 \$10.00 L/M Donation paid thru 8-31-86 RW
8/26/85 -0- L/M No donation thru 8-31-86 RW

Items on above examples are, in order they appear:

1. Date of entry in book.
2. Ammount paid.
3. Grade of membership as: A/M Associate Member
R/M Regular Member
S/M Student Member
L/M Life Member
H/M Honorary Member
4. Dues, Donation or No Donation.
5. Paid to end of Club Year as '8-31-86'.
6. Initials of Treasurer.

With all entries completed in this fashion an audit is much more readily performed.